

## **FORSCOM Regulation 500-3-3**

### **Chapter Four: Logistics**

This chapter contains guidance on the construction of the logistics data file, which will be an important part of the complete unit mobilization file. This file will contain all documentation specifically identified in this chapter, as well as those additional documents identified in Annex G.

Tasks in Phase I are those additional logistical missions necessary to effectively mobilize, move to the MS, and deploy. Units will accomplish the normal logistical tasks required in peacetime that will maximize equipment on hand and serviceability readiness.

Phase II and III tasks are a logical progression to update records, cross-level equipment, enhance serviceability and move to the MS in an efficient manner with all equipment, personnel, and the documentation required for the advance party.

### **Condition: Phase I - Planning**

**4-I-1. TASK:** Develop lodging plan for HS.

#### **STANDARD:**

a. Develop a plan for the lodging of appropriate unit members. Unit should estimate the number of soldiers who will require lodging during HS Phase. Normally, this applies to personnel more than 50 miles from HS.

b. Plan should address shower, sanitation, and sleeping quarters or identify commercial facilities. If unit plans to use commercial facility, unit will include a coordination letter with the facility manager. Plan should address lodging for those personnel called to active duty early. If the mobilization convoy or advance party departs early, unit may plan for those personnel to sleep at HS prior to departure.

**4-I-2. TASK:** Develop subsistence plan for HS.

#### **STANDARD:**

a. Develop a subsistence plan for unit at HS. Plan should address the following: identify how and where rations will be obtained and or served, how the unit will transition from HS to MS with adequate time to load mess equipment, ensure coordination with units using the same facility, identify first and last meal and planned meal hours.

b. If unit plans to use a commercial facility, unit will include a coordination letter with the manager. This plan will cover all meals at HS and the mobilization movement plan will address all meals en route to the MS.

c. Retain plan in logistics data file.

**4-I-3. TASK:** Identify contracting requirements to SI or USPFO contracting office.

#### **STANDARD:**

a. Identify requirements (who, what, where, when, how) to the servicing contract officer. Unit should list supplies required, i.e. lodging, bulk POL, and maintenance, etc. for Phases II and III, and the possible source of supply. Example: 10 rooms for 2 nights. Units will not negotiate contracts.

b. Units will annually verify with their supporting contract office that all requirements are addressed by some means (ordering officer, blanket purchase requirement, on-the-shelf contract, or mobilization clause).

c. Retain copy of the memorandum to the supporting contract office and their reply in the logistics data file.

d. Procedures must be established to ensure purchase card (IMPAC) billing statements (invoices) are received by the appropriate (primary or alternate) approving official and processed timely for payment prior to deployment.

**4-I-4. TASK:** Identify Class V ABL requirement.

#### **STANDARD:**

a. Annually review ABL listing or prepare FORSCOM Form 149-R IAW FORSCOM Regulation 700-3 and prepare updated DA Form 581 for ABL.

b. Forward the completed DA Form 581 to the MS ammunition supply point (ASP).

c. Coordinate with the MS during triennial mobilization conference and obtain MS ASP SOP procedures for issue and turn-in.

d. Retain a duplicate of the document register file copy (DA Form 581) and acknowledgment of the receipt of the complete DA Form 581 by the MS in the logistics data file with a copy of the ABL authorization listing.

**4-I-5. TASK:** Identify Class VIII, post-mobilization medical supplies

#### **STANDARD:**

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a. Prepare a list of Class VIII requirements and maintain in logistics data file. Annually review and update.

b. All units will identify medical material required, but not authorized, during premobilization IAW AR 40-61 and AR 725-50. CTA 8-100, Army Medical Department Expendable/Durable Items, and FORSCOM Regulation 700-2, FORSCOM Standing Logistics Instructions, should be reviewed for assistance in identifying these requirements. Items such as field sanitation team requirements (FORSCOM Regulation 700-2) chap stick, earplugs, camouflage sticks, sunscreen, combat lifesaver kits, and wet bulb temperature kits are authorized by CTA. Review Medical Equipment Set Component List/Unit Assemblages for requirements.

**4-I-6. TASK:** Prepare a Unit Movement Plan.

### **STANDARD:**

a. Prepare a mobilization movement plan IAW FORSCOM/ARNG Regulation 55-1.

b. Prepare a deployment movement plan IAW, FORSCOM/ARNG Regulation 55-1 if required by the MS.

c. Appoint a UMO in writing IAW FORSCOM/ARNG Regulation 55-1. Retain document in movement plan and forward copy to SI/USPFO.

d. Ensure enroute support requirements are identified to the SI/USPFO.

e. Retain plan in logistics data file or specify location if filed separately.

**4-I-7. TASK:** Prepare and test Unit Load Plan.

### **STANDARD:**

a. Prepare, test and evaluate unit load plan IAW FORSCOM/ARNG Regulation 55-1.

b. Annotate test date and evaluation in pencil on load card. File with mobilization movement plan.

**4-I-8. TASK:** Maintain COMPASS AUEL/TC ACCIS UEL documentation.

### **STANDARD:**

a. Ensure COMPASS AUEL/TC ACCIS UEL data is current and accurate IAW FORSCOM Regulation 55-2. Update annually, or as significant changes occur.

b. Retain updated COMPASS AUEL/TC ACCIS UEL printout with unit movement plan.

c. Identify commercial transportation requirement IAW FORSCOM/ARNG Regulation 55-1.

**4-I-9. TASK:** Develop and coordinate Unit Retrieval Plan.

### **STANDARD:**

a. Develop and coordinate a unit retrieval plan, which addresses responsibilities for pickup, list of equipment and locations, material handling equipment, commercial transportation requirements and other areas of concern.

b. Equipment includes not only vehicles and other major end items but also consolidated shipments (conex inserts, pallets, etc.) containing chemical protective equipment, cold weather clothing, tentage, tools, PLL and other supplies/equipment in storage or long-term hand receipt not at HS.

c. Possible locations include ASF, AMSA, and ECS for USAR units and UTES, OMS, CSMS, MATES, and AASF for ARNG.

d. Retain plan with unit movement plan.

**4-I-10. TASK:** Identify property not to be taken to MS.

### **STANDARD:**

All RC unit organizational property (including excess property book items unless transferred by direction of the RSC/STARC during the Alert Phase) will be taken to the MS unless mobilization directives indicate otherwise.

Retain a list in the mobilization file or identify where list is kept of property that will not be taken to the MS. The following property will not be taken:

a. Installation property (desk, chairs, computers, STU III, etc.) except units with a MS mission and based on coordination with MS and the RSC/STARC.

b. State property (ARNG Only).

c. Private property (TV, coolers, POV, weapons).

d. Unit fund property other than recreational equipment.

e. Training aids from supporting TSC (unless the account is located at the unit's MS). Ensure a copy of the written TSC emergency turn-in plan has

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been received and reviewed. Retain this plan in the logistic data file.

- f. Leased/rented equipment.
- g. Items furnished on an installed “per training center” basis.

**4-I-11. TASK:** Plan to transfer facility.

**STANDARD:**

- a. Armory/Reserve Center commanders, in coordination with STARC/RSC Plan, must develop a file of actions to be taken if the center is vacated or transferred to a rear detachment.
- b. Retain plan in logistics data file.

### **Condition: Phase II - Alert**

**4-II-1. TASK:** Make final coordination for HS Logistics Support Plans.

**STANDARD:**

- a. Review, modify as required and make final coordination on lodging and subsistence plans developed in Phase I.

**4-II-2. TASK:** Update contracting requirements and coordinate with supporting contract office.

**STANDARD:**

- a. Unit will review current plans to mobilize the unit and update any contracting requirements to support the unit at HS.
- b. Coordinate this information with supporting contract office and negotiate the most effective method of providing these supplies and services to the unit.

- c. Ensure purchase card (IMPAC) billing statements (invoices) are received by the appropriate (primary or alternate) approving official and processed for payment prior to deployment.

**4-II-3. TASK:** Coordinate requirement for signature cards and delegation authority with mobilization station.

**STANDARD:**

- a. Coordinate through the chain of command to the MS and identify the different requirements for DD

Form 577, Signature Cards, and DA Form 1687, Notice of Delegation of Authority - Receipt of Supplies.

- b. Begin preparing updated forms with appropriate signatures.

**4-II-4. TASK:** Prepare memorandum to MS Troop Issue Subsistence Activity to establish account.

**STANDARD:**

- a. Prepare a memorandum for subsistence support to the MS TISA IAW AR 30-21. Unit will include the following information in the memorandum: unit name, UIC, DODAAC, Unit Commander, Food Service Officer, Food Operations Officer and phone number, expected present for duty strength, start date and meal, and proposed menu for field training.

- b. Coordinate through the chain of command with the MS for additional information.

**4-II-5. TASK:** Prepare to conduct a showdown inspection of OCIE and personal uniforms.

**STANDARD:**

- a. Review and update personal clothing records. Uniform requirements for mobilization are identified in CTA 50-900, Table 1 (Male) and Table 2 (Female) under Active Army - Mobilization (AA-M) allowance. OCIE requirements are in FORSCOM Regulation 700-2 and operational mission guidance.

- b. Identify shortages by size. Cross level where possible. Prepare requisitions for remaining shortages.

**4-II-6. TASK:** Identify and procure POL packaged product basic load.

**STANDARD:**

- a. Using mission guidance on operational area, historical records and FORSCOM Regulation 700-2, calculate unit packaged POL basic load.

- b. Remaining shortages from operational stocks will be requisitioned or cross-leveled.

**4-II-7. TASK:** Review and update ABL documentation.

**STANDARD:**

- a. Review and update ABL Recap Listing based on weapon modernization, mission guidance, and cross leveling of equipment. Use FORSCOM

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Regulation 700-3 for authorization for new weapons systems and manually update listing.

b. Review and update DA 581, Request for Ammunition, based on any changes to the ABL Recap Listing.

**4-II-8. TASK:** Prepare records and begin to conduct inventory of unit property.

### **STANDARD:**

a. Review and update the property book and hand receipts of MTOE/CTA/TDA items.

b. In the interest of time and efficiency, plan for the inventory inspection to be conducted at the lowest possible hand receipt or supervisory level.

c. Inventory will include life support equipment as authorized by CTA 50-909 such as tents, stoves, field desks/tables, water/fuel cans. Unless otherwise specified in mission guidance, all units must be prepared to operate in an austere environment.

d. Based on mission guidance on threat, units will inventory chemical defensive equipment against contingency requirements in FR 700-3.

e. Verify all assets subject to unique item tracking (DODSASP, CCISP, DODRATTS, IAW AR 710-3, Chapter 4).

f. Units that maintain Standard Property Book System - Revised (SPBS-R) accountability for subordinate units will coordinate with RSC/STARC on procedures for transferring records and responsibilities to a non-mobilizing unit/activity.

g. Begin cross-leveling and taking other appropriate supply actions once mission guidance is provided and shortages identified.

**4-II-9. TASK:** Review medical item requirements and prepare requisitions for Class VIII.

### **STANDARD:**

a. Prepare requisitions based on listing developed in Phase I.

b. Develop list of personnel needing spectacles, optical inserts and hearing aids. Hold requisitions until Phase III.

**4-II-10. TASK:** Review PLL listing, identify shortages and cross level.

### **STANDARD:**

a. Unit will review PLL based on peacetime demand supported requirements. Identify shortages

from current stocks and cross level with supporting organizational maintenance activity.

b. Remaining shortages will be forwarded through the chain of command to the RSC/STARC to either cross level or requisition from the wholesale system.

**4-II-11. TASK:** Coordinate for the transfer of property not to be taken to MS to appropriate activity.

### **STANDARD:**

Coordinate with the center/armory custodian to transfer any property currently accountable from mobilizing unit. If no one is available, contact the next higher command to resolve accountability conflict. Begin joint inventory of property prior to transfer.

**4-II-12. TASK:** Coordinate with supporting maintenance activities to provide priority service.

### **STANDARD:**

a. Coordinate with Area Maintenance Support Activity or Organizational Maintenance Shop to prioritize the required maintenance support to include technical inspections, services, application of material work orders and readiness improvement.

b. Begin updating Material Condition Status Reporting.

**4-II-13. TASK:** Retrieve operational, historical and other maintenance records.

### **STANDARD:**

a. Coordinate retrieval with the supporting organizational maintenance activity and any equipment storage activity that maintains operational, historical or other maintenance records.

b. Coordinate with the supporting Army Oil Analysis (AOAP) Laboratory and obtain completed oil analysis records for all deploying equipment including any items cross-leveled.

c. Identify any printing or MWO requirements that cannot be accomplished prior to M-Day.

d. Retrieve and review these records for accuracy and completeness.

**4-II-14. TASK:** Update calibration records.

### **STANDARD:**

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- a. Coordinate with the supporting AMC TMDE/CSMS facility and update all calibrated items.
- b. Obtain a current copy of the TMDE Instrument Master Record File printout and file on computer disk.

**4-II-15. TASK:** Review and coordinate unit Mobilization Movement Plan.

**STANDARD:**

- a. Review mobilization movement plans. Make any necessary adjustments. Begin coordination for support (MHE, subsistence and POL en route) with SI/CI/STARC/RSC.
- b. If commercial transportation is required make initial coordination with RSC/USPFO.
- c. Verify BBPCT requirements and pass information to MPA/Ordering Officer.
- d. Ensure supervisor verifies load cards and make adjustments as necessary.
- e. Ensure adequate time is allocated on the HS unit activity schedule.
- f. Coordinate advance party movement to MS.
- g. Prepare a DD Form 1265, Request for Convoy Clearance, and coordinate with the State DMC.
- h. Ensure plan adequately addresses security and accountability of weapons, COMSEC equipment, and sensitive items during transportation to the MS IAW Chap 7, 8, App A through E, AR 190-11, DOD Regulation 4500.9-R, Volume II, Cargo Movements, and FORSCOM/ARNG Regulation 55-1.

**4-II-16. TASK:** Update COMPASS AUEL/TC ACCIS UEL based on cross-leveling actions and coordinate with supporting TC ACCIS office.

**STANDARD:**

- a. Review current COMPASS AUEL/TC ACCIS UEL and update any outdated information from last annual update.
- b. Identify any additional cross-leveling actions, both personnel and equipment, and make appropriate changes to the COMPASS AUEL/TC ACCIS UEL.
- c. Coordinate with supporting TC ACCIS office to update COMPASS AUEL/TC ACCIS UEL. If office is not the unit's MS, coordinate the generation of a diskette/cartage with the unit's electronic data and forward to the MS either by the advance party or mail.

**4-II-17. TASK:** Make final coordination and execute equipment retrieval plans.

**STANDARD:**

- a. Review plans developed in Phase I and execute.
- b. Make final coordination with supporting maintenance and storage facility to:
  - (1) Refine specific unit personnel and/or equipment requirements necessary to support the plan.
  - (2) Refine specific support required from facility manager.
  - (3) Request support beyond the unit's or facility capability from the SI/USPFO.
- c. Execute equipment retrieval plans as soon as personnel and equipment assets become available. Ensure adequate time is available on the HS unit activity plan.

**4-II-18. TASK:** Storage of personal property and household goods.

**STANDARD:**

- a. Identify soldiers who require storage of personal property including POV IAW AR 55-71 and DOD 4500.34R.
- b. Coordinate with nearest Transportation Officer to determine appropriate military installation responsible for storage of personal property. The Personnel Property Consignment Instructions Guide (PPCIG) Volume I governs this support.

## **Condition: Phase III - Home Station**

**4-III-1. TASK:** Provide HS support/services.

**STANDARD:**

- a. Implement HS lodging and subsistence plans.
- b. Maintain close coordination with USPFO/SI during HS operations. Keep the USPFO/SI informed of all changes in support required as the operation transitions through each phase of mobilization.
- c. Notify the USPFO/SI as soon as possible when HS operations are scheduled for termination.

**4-III-2. TASK:** Execute contracts or Mobilization Purchasing Authority.

**STANDARD:**

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a. Initiate agreements/purchases for identified material through MPA/Ordering Officer or DA Form 3953 through SI/USPFO.

b. Ensure purchase card (IMPAC) billing statements (invoices) are received by the appropriate (primary or alternate) approving official and processed for payment prior to deployment.

**4-III-3. TASK:** Complete signature cards and delegation authority.

### **STANDARD:**

a. Prepare appropriate DA Form 1687, Delegation of Authority, for receipt of Supplies, and DD Form 577, Signature Cards.

b. Provide to logistical representative of the advance party.

**4-III-4. TASK:** Prepare memo to establish Dining Facility account.

### **STANDARD:**

a. Submit memo to MS TISA based on mobilization Present for Duty Strength, MS arrival time and planned training.

b. Provide to logistical representative of the advance party.

**4-III-5. TASK:** Conduct a showdown inspection of OCIE and Personal Uniforms.

### **STANDARD:**

a. Conduct a showdown inspection of OCIE and Personal Uniforms and identify any remaining shortages after cross leveling and other supply actions. Ensure serviceability and fit during inspection.

b. Provide shortage listing and requisitions to logistical representative of the advance party.

**4-III-6. TASK:** Prepare requisitions for shortages of packaged POL.

### **STANDARD:**

a. Prepare requisitions for shortages of Packaged POL basic load after computation of basic load and fill from operational stocks and cross leveling from supporting maintenance activity.

b. Provide requisitions to the logistical representative of the advance party.

**4-III-7. TASK:** Finalize DA Form 581 for ABL.

### **STANDARD:**

a. Finalize the DA Form 581 with the commander's signature based on any updated requirements.

b. Provide to logistical representative of the advance party.

**4-III-8. TASK:** Finalize reconciliation of Property Book and identify shortages after cross leveling.

### **STANDARD:**

a. Update Property Book and equipment on hand based on inventories, cross-leveling and other supply actions. Update EOH rating for USR reporting.

b. Provide property book or printout to logistics representatives of the advance party.

**4-III-9. TASK:** Finalize Class VIII requisitions and forward to the Installation Medical Supply Account (IMSA).

### **STANDARD:**

a. Complete Class VIII requisitions.

b. If the IMSA is located at the MS, hand carry requisitions and listing with the advance party.

c. If the IMSA is not located at the MS, forward requisitions and listing by the most expeditious means available.

**4-III-10. TASK:** Finalize PLL/ASL Listing and prepare requisitions for remaining shortages.

### **STANDARD:**

a. On hand PLL/ASL items organic to mobilizing units will accompany units to the MS unless otherwise directed.

b. Requisitions for shortages to complete the 15-day PLL and 30-day ASL will be based on makes and models of equipment on hand.

c. Requisitions for shortages should be first screened against ASF/OMS/AMSA/USPFO stocks. If the parts are not available, the advance party will submit requisitions to the MS. Additionally, a copy of the PLL/ASL for organic units will be furnished to the MS.

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**4-III-11. TASK:** Complete transfer of property not to be taken to the MS.

**STANDARD:** Transfer property identified as remaining at home station to the appropriate non-deploying unit or activity.

**4-III-12. TASK:** Finalize material condition status report.

**STANDARD:**

a. Finalize, as appropriate, an “as of” material condition status report (DA Form 2406, DA Form 1352, and /or DA Form 3266-1) for submission to the MS.

b. A DA Form 2407/5504 will be taken to the MS for equipment that could not be retrieved from general support maintenance.

**4-III-13. TASK:** Execute Mobilization Movement Plan.

**STANDARD:** Move IAW the unit movement plan and convoy movement order.

**4-III-14. TASK:** Finalize COMPASS AUEL/TC ACCIS UEL.

**STANDARD:**

a. Complete COMPASS AUEL/TC ACCIS UEL based on cross leveling and updated load plan.

b. Provide to logistical representative in the advance party.

**4-III-15. TASK:** Complete transfer of facilities and non-organizational equipment.

**STANDARD:**

a. ARNG units transfer responsibility for custody and security of armory IAW State Plan.

b. USAR units transfer responsibility for custodian and security of USAR center IAW RSC Plan.

c. Notify local law enforcement agencies and utility companies to change the status of the facility.

**4-III-16. TASK:** Complete storage of personal property.

**STANDARD:** Complete actions with supporting military installation to store personal property of authorized individuals.